

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief serves as receptionist for the fire department, maintains department records, and types letters for the Fire Chief. The employee of this class assists the Fire Chief with the department payroll, accounts payable, and maintains department equipment and supply inventory. The Secretary to the Fire Chief works independently in certain designated areas, with specific instructions for special assignments received from the Fire Chief. The incumbent of this class reports directly to the Fire Chief, who directs and reviews work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Acts as receptionist to visitors, directing them to appropriate individuals or offices, and handles routine questions and requests. Assists the public by answering telephone inquiries about the operation of the department or any related areas of departmental operations or emergency services, and conducts tours of the department. Maintains the schedule for the use of the fire department training facility, and maintains the department work schedule and assists the Fire Chief to ensure that a full staff is on duty.

Opens, sorts and distributes incoming mail to proper persons or division. Stamps material to record date and/or time that material was received in department. Receives and processes assigned records, reports, outgoing mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Composes business letters and replies to routine correspondence or requests on own initiative following departmental procedures. Develops new procedures for office functions when necessary.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Compiles and organizes data needed for reports. Reads or reviews incoming materials and

sorts according to subject matter. Receives department records and reports, checks them for completeness, accuracy, and conformity to established procedures, and processes or files them according to department procedures. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. Takes minutes or notes at meetings and prepares news release or any other type of official department statement for publication for the Fire Chief's review.

Maintains filing system for the organization of correspondence, cards, forms, records and reports, and revises such system when necessary. Operates a computer terminal to enter, locate, and retrieve information or documents from files. Keeps records on the location of materials removed from files, to whom materials were released, and traces missing files. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Operates a copying machine, facsimile machine, and calculator or computer software application when needed.

Makes calculations necessary to compute payroll, prepares payroll records including making any necessary changes, and compiles payroll data for budgetary reasons. Receives complaints from employees about payroll issues and makes necessary changes and corrections. Accounts for the money and assets of the department, and prepares payment for departmental bills as assigned by the Fire Chief. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month.

Maintains the inventory of supplies and equipment. Orders and distributes supplies and equipment as required. Acquires estimates on repair costs for any equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must not be less than eighteen (18) years of age.